

University Awards for Excellence Scheme 2022

NDM will convene Awards for Excellence review panels during Trinity term 2022.

The panels will be chaired by a senior member of staff. HR will be in attendance to provide “expectations of the grade” advice. The panels will be gender balanced, to include representatives from each of the Oxford staff categories.

The panels will make recommendations to the NDM Strategic committee who will make the final decision on the nominations.

Criteria

The 2022 Awards for Excellence review period is **January 2021 to December 2021**.

Nominated staff need to have been employed by the University since 1 July 2021 to be considered. Please be aware there is no flexibility on this date.

The review panel will require robust evidence on which to base their decisions. The nomination form must contain examples relating to the University’s [criteria](#) and the review panel must reach a decision solely on this evidence.

It should be noted that in a gathered field exercise it is unlikely that all those nominated will receive an excellence award. It is the role of individual managers to manage the expectations of those who are nominated, even in the case of self-nominations.

The Awards for Excellence Scheme recognises contributions from staff who:

- have performed well in all the key areas of their jobs, **and**
- have consistently demonstrated exceptional performance, significantly above that which might reasonably have been expected for their grade.

Eligibility

The scheme is open to all staff in grades 1-10, with some exceptions:

<https://hr.admin.ox.ac.uk/reward-and-recognition-scheme>

Note: Clinical Staff below the level of Consultant are eligible under the scheme rules, if they are not either in receipt of, or eligible for, NHS merit awards.

This scheme is no longer open to staff in grades 9-10 who hold full professorial title. These staff will have received notification that they are eligible for [Professorial Merit pay](#).

Nominations (including self-nominations) for the following staff, will be considered by the NDM Committee and not local panels:

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- Business Managers;
- Heads of Functions;
- Chief Operating Officers;
- Panel members: or
- NDMS staff.

Types of Award

The expectation is that the majority of awards will be made on a non-recurrent basis.

1. **Recurrent awards** consist of pensionable advancement to the next point on the incremental scale. It is expected that recurrent awards are primarily made to those who are at or above the scale bar for their grade and whose exceptional performance is expected to continue. Recurrent awards cannot be made to those at the top of the discretionary scale for their grade.
2. **Non-recurrent awards** take the form of a non-pensionable lump sum to the value of one increment (typically 3% of salary). It is expected that in most cases non-recurrent increments will be awarded to those below the scale bar. Only non-recurrent awards can be made to those at the top of the discretionary scale for their grade.

Only non-recurrent awards can be made to those on E grades or the Apprentice grade as these grades have set routes of salary progression.

Applications and deadlines

Applications from managers should be made using the online form available on the NDM Reward & Recognition page: [University Reward and Recognition Scheme — Working for NDM \(ox.ac.uk\)](https://www.ndm.ox.ac.uk/working-for-ndm)

Self-nominations must be submitted directly to learning.development@ndm.ox.ac.uk using the word form available on the web page above. Manager's comments must be added to the form before submission.

The deadline for receipt of all nominations is on or before **5pm (UK time) on 9th May 2022**.

Outcomes

The decision of the NDM committee will be provided to DFOs/BMs by the 30th of June 2022. Each BM/DFO will receive a list of outcomes before any communication with staff. Outcome letters will be sent to staff in July, and pay changes will be actioned for the August pay run by NDM HR for ORC and associated units. Experimental Medicine and NDMS will make their own arrangements regarding letters/payroll.

The outcome of any nominations for Business Managers, Heads of Functions & Chief Operating Officers will be communicated by NDMS.

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The decision of the NDM committee is final. However, there will be provision to appeal decisions at a University level, either: on the grounds of a significant procedural irregularity, or where an individual can show reasonable grounds for believing that the department's decision was made because of a protected characteristic or amounted to victimisation. There will be no provision for reconsideration of the evidence for and against awards to individuals i.e. individuals will not be able to appeal simply because they disagree with the decision reached by the NDM panel.

Appeals should clearly state the grounds for the appeal and any supporting evidence and should be sent to reward@admin.ox.ac.uk by 1 October 2022. No appeals will be accepted after that date.

Summary table

Stage	Deadline	Send to/responsible for
Manager and self-nomination application submission	9 May 2022	HR Learning and Development (L&D) Manager nominations - online Self-nominations to be sent directly to: learning.development@ndm.ox.ac.uk
Applications circulated to NDM panels	20 May 2022	L&D
Local panel meetings concluded	10 June 2022	DFOs/ L&D
Local panel recommendations submitted to NDMS committee	20 June 2022	L&D
NDMS final panel outcomes	30 June 2022	Head of HR, NDM
Outcome letters issued to employees	July 2022	L&D, HoHR/ExpMedHR
Payroll instruction/payment	August 2022	L&D/HoHR, ExpMed HR

For transparency, panel membership and anonymised excellence awards outcomes will be published by HR on the NDM website in due course.

Elena Mc Philbin
Head of Human Resources
March 2022

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<https://hr.admin.ox.ac.uk/reward-and-recognition-scheme>

